

MILPERSMAN 1070-020

OFFICER PERMANENT PERSONNEL RECORD

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References	BUPERSINST 1070.27
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1. **Policy**

a. The permanent personnel record is maintained by Navy Personnel Command (NAVPERSCOM) in Electronic Military Personnel Records System (EMPRS).

b. Documents that reflect an officer's character, professional qualifications, fitness for service, performance of duties, entitlements, and affect or influence a member's career and benefits, will be filed therein in accordance with BUPERSINST 1070.27.

2. **Record Format**

a. Documents filed in the officer permanent personnel record are placed in 1 of 18 categories based on type of information in document. Each category is assigned a unique field code to allow grouping, or control of access to, documents by type. When printed to microfiche, documents are printed on one of six microfiche. The following outlines categories of documents filed on each microfiche.

(1) **Fiche No. 1 (Exhibit 1)**

Field Codes	Categories
01	Assignment Officer Code (AOC) (currently not used)
02	photograph, most recent one
03	fitness reports
04	decorations, medals, and awards

(2) **Fiche No. 2 (Exhibit 2)**

Field Codes	Categories
05	educational data/transcripts
06	qualifications
07	letters of appointments and promotions
08	reserve status
09	service determination, separation, and retirement
10	miscellaneous professional history

(3) **Fiche No. 3 (Exhibit 3)**

Field Codes	Categories
11	security investigations and clearances
12	emergency data
13	record changes
14	personal background data
15	miscellaneous personal data

(4) **Fiche No. 4 (Exhibit 4)**

Field Codes	Categories
16	orders

(5) **Fiche No. 5 (Exhibit 5)**

Field Codes	Categories
17	privileged information, adverse material, family advocacy program, medical boards, physical evaluation boards, prisoner of war (POW) data, etc.

(6) **Fiche No. 6 (Exhibit 6)**

Field Codes	Categories
18	enlisted record for officer with prior enlisted service

b. When allotted space for any given field on any fiche is filled, a trailer fiche in same format as basic fiche is created. Trailer fiche is identified as 1T01, 1T02, etc., which indicates it is first, second, or subsequent trailer to officer Fiche 1.

3. **Updating Permanent Personnel Record**

a. Documents shall be submitted to Navy Personnel Command (PERS-313C) for filing in permanent personnel record in accordance with BUPERSINST 1070.27.

b. Do not submit "nice to have" or "nonessential supporting documentation." Documents submitted which do not meet retention guidelines of BUPERSINST 1070.27 will be destroyed.

4. **Record Corrections/Changes**

a. An official document submitted to NAVPERSCOM for filing in permanent personnel record becomes property of Department of Navy (DON). Except for administrative or clerical errors, documents filed in permanent personnel record may not be removed or changed except by authorization of Secretary of Navy.

(1) Administrative or clerical errors may be corrected in accordance with MILPERSMAN 1070-210, or in accordance with regulation governing original document.

(2) Documents found in permanent personnel record that are not legible may be replaced by submitting clean readable documents, under a cover letter, to NAVPERSCOM (PERS-313D).

(3) Other requests for correction or removal of documents should be submitted to Board for Correction of Naval Records in accordance with MILPERSMAN 1000-150.

b. A document may be amended or supplemented by correspondence forwarded via official channels.

5. **Record Access/Review**

a. Access to record is normally limited to

(1) officer concerned,

(2) an agent or representative authorized in writing by officer,

(3) CHNAVPERS

(4) NAVPERSCOM,

(5) personnel who are required to review military service records in performance of their official duties,

(6) duly convened boards of DON,

(7) courts-martial, and

(8) as directed by a court order signed by a judge.

b. The detailing function is strictly the responsibility of NAVPERSCOM. Offices or activities shall not review records of those officers nominated for assignments or in connection with the detailing process, unless specifically approved by CHNAVPERS, NAVPERSCOM, or Assistant Commander, Navy Personnel Command (ACNPC) for Distribution NAVPERSCOM (PERS-4).

6. **Documents for Selection Board Review**

a. Documents in following categories are provided to selection boards:

(1) **For active duty officers** - Field Codes 01 through 10, and, if it exists, 17 (Fiche 1, 2, and, if it exists, 5)

(2) **For United States Naval Reserve (USNR) (inactive) and Training and Administration of the Reserves (TAR) officers** - Field Codes 01 through 10, 16, and, if it exists, 17 (Fiche 1, 2, 4, and, if it exists, 5)

b. If requested, Field Codes 11 through 14 (Fiche 3) may be provided to boards for determination of medical status.